



State of Hawaii
Unclaimed Property Program
P.O. Box 150
Honolulu, Hawaii 96810

Business Claim Instructions

This information applies if you are filing a claim on behalf of a business, corporation, partnership, professional association, non-profit organization, government entity, or private organization.

Claimants must submit:

- 1. A completed Claim for Property Presumed Abandoned (claim form)**
- 2. Copy of documentation proving reported business' ownership of the property**

The image shows a sample of the 'CLAIM FOR RETURN OF PROPERTY PRESUMED ABANDONED' form. A large 'Sample' watermark is overlaid. An arrow points from the 'A. Owner Information' section of the form to a detailed table below.

Proof of ownership connects the claimant to the Reported Owner Address or Reporting Company listed in Box A of the claim form. See sample image of Box A below.

A. Owner Information

<u>Reported Owner</u>	<u>Reporting Company</u>	<u>Property Description</u>
Owner: ALOHA HAWAII	Name: EXAMPLE	CHECKING ACCOUNTS/DDA
Co-Owner:	Address: 250 S HOTEL ST	Acct #:
Address: PO BOX 150		Amount: 0.01
HONOLULU HI 96810	HONOLULU HI	

Examples of a document accepted to confirm proof of ownership are:

- Bank or Credit Card Statement
- Birth or Marriage Certificate
- Postmarked Envelope
- Title & Escrow Statement
- Utility Bills
- Cancelled Check
- Payroll Statement
- Tax Return
- Mortgage Document

- 3. Provide a copy of a document or form evidencing the federal identification number for the business/organization.**
- 4. A document such as the latest Annual Corporate Exhibit or Corporate Resolution showing authority to sign the forms on behalf of the company ALONG with a copy of company identification card or other documents evidencing position in the company.**
 - If the company has dissolved, a document evidencing the dissolution of the company and your authority to sign on behalf of the dissolved company, a completed Tax Clearance Application form, and stock certificate evidencing ownership of shares in the dissolved company are required.

Mail the claim form and documents to:

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You will be notified if additional documents are needed to process your claim.